



**JOB TITLE:** Accounts Payable/Accounts Receivable Specialist  
**REPORTS TO:** Office Manager  
**STATUS:** Non-Exempt/Full-time

**POSITION SUMMARY:**

Under the general supervision of the Office Manager, provide assistance in day-to-day department operations and accountability including accurate and timely recording of financial transactions, and processing receivables and payables.

**ESSENTIAL FUNCTIONS:**

- Perform certain day-to-day accounting functions as assigned including:
  - Accounts receivable
    - a. Open and verify donations received by mail, website, or in person from donors
    - b. Verify checks and cash amounts
    - c. Enter donation and donor information into database
    - d. Balance donation information and prepare deposit for bank
    - e. Produce donor receipts for mailing
    - f. Verify cash receipts from Bargain Centers and complete daily deposits and related reports
  - Accounts payable
    - a. Review all invoices and purchase orders for appropriate documentation and approval
    - b. Print and obtain signatures on all accounts payable checks
    - c. Distribute signed checks as required
    - d. Answer vendor inquiries
    - e. Maintain all accounts payable reports, spreadsheets and company payable files
- General ledger
- Collect, analyze and summarize account information
- Prepare reports, for department heads and others, including individuals who are not necessarily savvy in financial matters.
- Prepare account reconciliations; bank and internal accounts
- Communicate with vendors when any accounts receivable issues arise in order to reach resolution.
- Actively work with outside accountant and auditor.
- Contributes to team effort.
- Scan all required documentation into storage database
- Enter items into QuickBooks in an accurate and timely manner.
- Prepare and record cash receipts and deposits
- Provide support to Operations Director for annual audit and end-of-year requirements.
- Assist with preparation and filing of property taxes, state filings and related paperwork.
- Provide grant support as needed (statistical information).
- Work collaboratively and effectively with departmental staff to achieve departmental goals and maintain associated standards.
- File invoices that have been paid in a timely manner.
- Provide office support such as answering phones, opening mail, making copies, faxing, scheduling meetings, and sending out bill payments.
- Handle/assist with associated departmental duties as assigned.
- Other related duties as may be required

**SKILLS & QUALIFICATIONS:**

- A personal commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
- Accepts Montana Rescue Mission's statement of faith, policies and procedures and to embrace its mission
- Handle multiple-task responsibilities and interruptions; perform several duties at the same time
- Highly organized, with great attention to detail

- Reliable and trustworthy – able to maintain confidentiality, high productivity and meet deadlines.
- Adept project management skills, able to see a project through from conception to completion.
- Good interpersonal skills; able to explain processes clearly and thoroughly, patient and diligent in maintaining order and standards and in achieving resolution.
- Respond to inquiries in a professional manner
- Solid understanding of bookkeeping/accounting principals
- Ability to identify and resolve problems by gathering and analyzing information skillfully
- Good communications skills – written and oral
- Ability to be self-directed and work independently
- Demonstrate accuracy and thoroughness and monitor own work to ensure quality
- Good computer skills in Microsoft Office, QuickBooks, database management and Internet utilization
- Ability to relate to, and consult effectively with donor, residents, co-workers, supervisors and outside financial personnel
- Able and willing to work as a member of a team
- A commitment to serving others

**PHYSICAL FACTORS/WORKING CONDITIONS:**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

Work will predominately require individual to work in a typical office environment.

See, think, hear and speak - *Continuously*

Sitting – *Frequently*

Fingering (data entry/computer work, filing) – *Continuously*

Climbing stairs – *Occasionally*

Lifting – up to 25lbs – *Occasionally*

Stand, stoop and bend – *Occasionally*

**SUPERVISORY RESPONSIBILITIES:**

No supervisory responsibilities

**EDUCATION/EXPERIENCE**

- An Associate or Bachelor Degree in Accounting, or related field preferred or at least 5 years of experience that is directly related to the duties and responsibilities specified above.
- Good written and verbal communications skills
- Microsoft Office and QuickBooks experience required.
- Notary Public for the state of Montana preferred
- Non-profit experience a plus.

**Requirement:**

Montana Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Montana Rescue Mission;
- Subscribe to Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Montana Rescue Mission Employee Handbook.

*My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive. I agree that I can do this job as described unless noted otherwise on this form.*

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Signature

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Printed Name

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Date

Revised 05/30/18